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Agency of Human Services

July 19, 2007

Ted. J. Mable
Executive Director
Northwestern Counseling & Support Services
107 Fisher Pond Road
St. Albans, VT 05478

Dear Ted,

Thank you for responding so promptly to the questions we posed regarding your COA Application to construct a new 22,210 square foot building on Fisher Pond Road in St. Albans. Before we can rule your application complete, we have some questions about the information you sent us. I have copied the original questions and your answers below, and the additional questions we have for each answer follow in bold italics.

Q. Your financial statements identify \$350,487 for land acquisition, but Board minutes included in your application indicate that the mortgage to purchase the land had been paid off. Please clarify this discrepancy and, if necessary, provided revised financial statements that do not include this cost. **A.** It is correct that the mortgage to purchase the land has been paid off, but we assumed that we needed to include this amount in the total cost of the project, since it truly is a part of the cost of the total project. We only bought the land in anticipation of building on it. Please confirm that you would like the cost of the land to be removed from the financial tables and we will revise them and send them to you. ***The cost of land should be included in the cost of the project, but the amount of financing should be reduced by the cost of the land since the land has already been purchased with NCSS funds. Please make this adjustment in the information you have submitted about financing.***

Q. The space is clearly identified as a child and family space, but in your application under "The new space" you identify it as a space "dedicated to children and their needs". Yet because the space will serve elders with developmental disabilities as well as other adults, please explain how will the space be multi-generational? **A.** You are correct, the focus will be children and families, but other program teams will be co-located. The Developmental Services (DS) teams will include: administration, Seniors team, clinical assessments and intake and the music programs ~ PAEA (Program for adaptive and expressive arts). The Seniors staff will be located in this new building, but we will continue to do the bulk of our programming in a building that is not located on this site. Because the music program continues to serve both adults and children, their inclusion in the building will enhance the "multi-generational" feel of the setting. These DS teams were located in our building at Lake Road, where the lease will be

expiring, and their inclusion was based on the need to find a new “home” and their appropriateness for inclusion in this setting. Finally, the large multi-purpose room will host any number of community events for education etc., that will draw visitors from across the various populations in the community. ***We are still not clear about the considerations you have made in the design of your building to accommodate a range of ages from children to elders. Please address this question with more specifics.***

Q. Under Criterion IV, your application refers to your agency’s “chosen contractor”. Because your project involves the use of public funds, the bidding process must be open and competitive. Please assure us that you have not selected a contractor and that the bidding process will be open and competitive. **A.** We have chosen to work with Connor Contracting who will represent us in the bid process in a “Design/Build” relationship model. His job will be to direct the project and the related designs for HVAC, electrical, etc. and to solicit bids on each of those projects. He will oversee their compliance with specifications and their adherence to time and budget constraints. We expect all aspects of the project to be bid competitively. ***This sounds like a construction management approach. If it is, we still require that the construction manager role be put out to bid because they will be paid. We need to know what selection process was used for Connor Contracting, i.e. how was it bid and how were they chosen.***

Q. Has the road intersection issue been resolved? If not, what is the anticipated resolution?

A. The intersection issues have been resolved. The affected parties have joined to form a partnership. The partners have contracted with Wright Excavating Inc. to manage the project; each party has made a cash contribution to the total project cost. Work is expected to be completed over the summer months. Supplies have been ordered and permits are in place. ***Do the revised cost schedules include the specific cost for this work as part of the project? If not, they should. Please adjust accordingly.***

If have any questions about this request, please feel free to call me at 802-652-2012 or e-mail me at dphilib@vdh.state.vt.us. I look forward to your responses and to continuing with the review of your COA application.

Sincerely,

Dawn Philibert

Mental Health System Development Director

Cc: Theresa Wood, DAIL

